# Community College *of* Philadelphia

**MEETING MINUTES**
**Institution-Wide Committee**
**Monday, January 29, 2018**

**2:30 p.m.**

**Isadore A. Shrager**
**Boardroom**

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**I.    Call to Order**

The meeting was called to order at 2:34 PM by Sam Hirsch.

**II.    Attendance**

  Delegates

  Federation: Todd Jones, Sue Ellen Liebman, Bridget McFadden
  Administration: Carol de Fries, Jacob Eapen, Samuel Hirsch

  Alternates

   Federation: Rainah Chambliss (voting)

          Steve Jones, Jalyn Warren

  Administration:  Mary Anne Celenza (voting)

  Students:

  Guests Present:
   Amy Birge, Jon Brown, Carmen Colon, Paul Geissinger, Girija
Nagaswami, Aubria Philips, Tarsha Walton

**III.    Review and Approval of Minutes of December 18, 2017**

The minutes of December 18, 2017 were approved with one correction.  It should be
indicated in the minutes that there is one proficiency certificate for Computer
Science.
Vote:  Yes = 6; Abstain = 2

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### IV.    Old Business

There was a reminder about a future agenda item concerning the discussion of how programs go through the approval process.  Bridget McFadden requested that Amy Birge be present for that discussion.

### V.    New Business

Paul Geissinger presented the revisions to the Sound Recording & Music Technology degree program.  Those changes consisted of the following:

1) A complete re-design of both the two-course written theory and three-course aural theory sequences.  Written and aural theory will be combined into a series of three four-credit lecture courses at increasingly sophisticated levels entitled Theory I and II.
2) The addition of three new courses, MUS 116: Theory I, MUS 118: Theory II and MUS 280: Music Entrepreneurship, Licensing & Marketing.  MUS 280 will also fulfill the College's Technological Competency General Education Requirement.
3) Removal of CIS 103 which is no longer needed as the Technological Competency course.
4) Removal of the existing aural theory/harmony courses, MUS 111, MUS 113, MUS 114, MUS 211, and MUS 214.
5) Requiring students to take four one-credit ensembles (MUS 196, MUS 197, MUS 296 and MUS 297) instead of the two currently required.
6) Expansion of the options to fulfill the Social Science General Education Requirement.
7) The more streamlined approach results in the reduction of credits from 67 to 60 credits.

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The discussion of the revision centered around the following points:

1) Are the projects in MUS 280 generated by the students?
   Response: The projects are not about production. It is about the business of music. For example, students will be looking at contracts in order to be able to read and understand a standard contract.
2) How many students are in the program?
   Response: There are about 60 students currently in the program.
3) Are the students mostly full time or part time
   Response: The student are mostly full time students.
4) How do students find out about the program?
   Response: We try to be as visible as possible by showcasing what the students can do. We hope that the creation of the Guided Pathways, Creative Works Academic Pathway will increase this visibility especially through the Spring Garden Label.
5) Are there issues related to intellectual property rights in MUS 280? Is there a product that comes out of MUS 280 where ownership could be an issue?
   Response: When students pitch ideas they want the credit for real releases and real records. The purpose in this course is to prepare the student for the workforce so they will be focusing on understanding contracts and agreements for such a future possibility.
6) Other schools have four-credit Theory courses. How will this effect transfer opportunities?
   Response: The music faculty looked at every possible textbook that the transfer schools were using and aligned the courses with Temple's program as best as possible.

The revisions to the Sound Recording & Music Technology Program were unanimously approved.

Moved: Sue Ellen Liebman

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Seconded: Jacob Eapen

Paul Geissinger presented the revisions to the Music Performance degree program. Those changes consisted of the following

1) A complete redesign of both the two-course written theory and three-course aural theory sequences. Written and aural theory courses are combined into a series of three four-credit lecture courses at increasingly sophisticated levels, MUS 116: Theory I, MUS 118: Theory II, MUS 216: Theory III.
2) Addition of two new courses, MUS 180: Music Business and MUS 280: Music Entrepreneurship, Licensing & Marketing. MUS 280 will also fulfill the College's Technological Competency General Education Requirement.
3) Removal of CIS 103 which is no longer needed as the Technological Competency course.
4) Addition of a $200 course fee.
5) Removal of MUS 201: Piano III, MUS 202: Piano IV, and MUS 215: Advanced Music Technology and Multimedia.
6) Revision of the program entry requirements so hat MUS 100: Music Recording becomes a developmental theory course for students who do not pass the theory placement exam. Students who pass the theory placement exam will now start at MUS 116: Theory I. MUS 100 will not count towards graduation requirements.
7) Requirement of two semesters of vocal ensemble.
8) Expansion of the options to fulfill the Social Science General Education Requirement.
9) Reduction of the number of credits required to complete the degree from 68-72 to 62-64.

The discussion of the revision centered around the following points:

1) How will the $200 course fee be applied?

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Response:  The course fee will help to address the high cost related to the individual music lessons and will be added to each applied course.  It is less expensive that what a student would be paying outside of the College.

2) Will the cost be covered by the year round Pell allocation?
   Response:  Not known at this time.
3) Can students test out of a Piano I course?
   Response:  Yes, this is a good move for the program.
4) How do student do when they transfer to a four year school?
   Response:  When students transfer to Temple or West Chester they are placed at the junior level.  The streamlining of the program keeps it current with what is happening at other postsecondary institutions.

The revisions to the Music Performance Program were unanimously approved.

Moved: Carol de Fries

Seconded: Todd Jones


Jon Brown presented the revision to Policy and Procedure #13: Completion of Registration (Proposed change: Adding Courses After the Start of Term).  The revision to P&P 13 was sent to IWC from the Academic Support Committee.

An error was noted in that the policy for courses that ran during the 15 part of term (POT) for only one day a week was omitted. However, the policy for that situation had not changed from the current policy.  The members of IWC agreed to continue with the discussion of the revised policy with the stipulation that the intent was to present only portions of the document that were changed and that the missing section would be added to the final version of the document.

The changes in the current policy consist of the following:

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1) For 10-week POT or greater, where courses meet more than one day per week, the following changes are requested in the approval process:

| Number of Times Course Has Met | Approval Required by: |
|---|---|
| One | No Approval needed |
| Two | Instructor |
| Three to Four | Instructor, Department Head |
| Five or more | Instructor, Department Head, Dean |

2) For POTs which are 7 weeks or less the following changes are requested in the approval process:

| Number of Times Course Has Met | Approval Required by: |
|---|---|
| One | Instructor |
| Two | Instructor, Department Head |
| Three or more | Instructor, Department Head, Dean |

3) Online courses for POTs 10 weeks or greater the following changes are requested in the approval process:

In the case of *hybrids and fully on-line* courses, approval **is not required** to add a course on the **first two college business days** from the start of the term.

The instructor's written approval is required to add a course on the **third and fourth business days** from the start of the term.

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The instructor's written approval, the respective department head's approval is required to add a course on the **fifth and sixth business day** from the start of the term.

If a course has met for **seven or more business days**, then the written approval of the instructor, the respective department head and the respective division dean (or designee) is required to add a course.

| College Business Days from the Start of the Term | Approval Required by: |
|---|---|
| First and Second | No Approval needed |
| Third and Fourth | Instructor |
| Fifth and Sixth | Instructor, Department Head |
| Seven or more | Instructor, Department Head, Dean |

4) For any hybrids and fully on-line courses that are 7 weeks or less, once the term begins, the instructor, department head and the respective division dean (or designee) is required to add a course.

5) For the Winter term only, once the term begins, the instructor, and the respective division dean (or designee) is required to add a course.

Questions raised about the revisions were as follows:

1) Was this a compromise as opposed to having two weeks for students to change courses?

   Response:  This was a first step in addressing late registration issues.

2) Does one week effect payment?
   Response:  No, the student is only adding and not dropping.

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3) What kind of assurance does a student have that they will get the seat in the class if they try to obtain the appropriate signatures?
Response: The policy is trying to help the student for one extra day.

4) Are labs considered separately?
Response: In some disciplines (e.g. Chemistry and Physics) the student needs the approval of both the lecture and the lab instructor.

5) Shouldn't the policy address how labs are treated?
Response: This is a point for the future.

The revisions to P & P 13 were unanimously approved.

Moved: Jacob Eapen

Seconded: Rainah Chambliss


**VI.    Adjournment**
The meeting was adjourned at 3:34 PM. The next meeting is February 26, 2018 at 2:30 PM.